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1922

Springfield Public Library

SUMMARY

SEVENTEENTH ANNUAL REPORT

1922

CENTRAL and JEFFERSON AVENUE
SPRINGFIELD, MISSOURI

BOARD OF DIRECTORS

Prof. J. W. Shannon

V. O. Coltrane
Wm. Ullmann
Rev. J. T. Bacon
O. E. Gorman
Mrs. E. M. Shepard
L. W. Reps
Dr. C. B. Lemon
Miss Alice Thrasher

LIBRARY STAFF

Harriet M. Horine, Librarian
Mrs. M. O. Groesbeck, Cataloguer

ASSISTANTS:

Susie C. Fellows
Mrs. L. E. Meador
Lilian F. Sargent
Frances E. Church

HOURS

Open Daily	9 a.m. to 9 p.m.
Sundays	2 p.m. to 6 p.m.

GENERAL STATISTICS

Number of volumes	24,151
Number of registered borrowers	11,278
Books loaned for home use	113,763
Additions by gift and purchase:	
By purchase	3,492
By gift	197
Population (1920 census)	39,631

FINANCIAL STATEMENT

Balance	$ 8,839.65
City apportionment	16,209.08
Library collections	812,46
Total	$25,861.19

EXPENDITURES

Books, Periodicals, Binding	$ 6,323.42
Salaries, Library service	7,011.87
Salaries, Janitor service	870.00
Heat	620.52
Light	320.24
Repairs and Improvements	884.25
Supplies and Printing	665.30
Miscellaneous	650.59
Total	$17,346.19

Balance in City Treasury	$8,344.95
Balance in Fines Department	170.05

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S769R

1922

CIRCULATION OF BOOKS

A total of 113,763 books were issued from the Public Library and its agencies during the year, an increase of 25,451 over the preceding year. From the Main Library 107,952 books were issued, and 2,195 from St. Luke's Reading Room.

The issuing of certain current magazines for seven days, in addition to the regular number of books allowed on a card, was a new feature for the year.

REGISTERED BORROWERS

The registration files show 2,330 new readers added during the year, making a total of 11,278 registered borrowers. There are 18 names on file as out of town readers paying the annual fee of $1.00, and receiving the full benefit of the Library.

BOOKS IN THE LIBRARY

The accessions for the year were: 3,492 books purchased, 197 gifts, and 101 bound volumes, totaling 3,790 additions, and brings the total number of books in the Library to 24,151. The net gain for the year is 3,166 volumes. Revision of classification and thorough analyzing of certain classes was accomplished in addition to the cataloging of 3,954 books.

REFERENCE DEPARTMENT

Books in this department are shelved in the large reading room with the bound magazines in an adjoining room. No actual record of work done is kept, but the capacity of the room is taxed on the busy days of the week.

Service is available by telephone and mail.

Extensive work is done with debating teams of the city and schools in surrounding towns, also with the various clubs of the city.

The collection of material on Missouri is growing, and one section in the reading room is reserved for this.

CHILDREN'S WORK

Great care is taken in the book selection for the Children's Department. To stimulate an interest in good reading, book lists for the eight grades were printed for distribution. Collections of books are placed in the schools at a distance from the Library, and in the Lincoln School, which is for colored people.

3,616 books were issued from the schools, while the total circulation of children's books for the city was 38,160, an increase of 8,522 over the preceding year. The leading attraction is the weekly Story Hour, which has proven a great success under the direction of Miss Blanche Skinner and the Story Telling Club of Southwest Missouri State Teachers' College.

DISTRIBUTING AGENCIES

Besides the schools as distributing agencies, there are two delivery stations for the convenience of the reading public. These have been opened during the past year, one at Heer Stores Co., on the Public Square, and the other one at John M. Conkling's Dry Goods Store on Commercial Street.

The St. Luke's Reading Room is a room in the basement of St. Luke's Church under the supervision of Mr. J. N. Morton, is open on Monday night of each week from 6:30 p.m. to 9 p.m.

GEO YOUNG PRINTING CO., SPRINGFIELD, MO.

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University of Illinois,
Library School.
1922
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Springfield Public Library

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SEVENTEENTH ANNUAL REPORT

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10 May 1933 Manual

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University of Illinois
Library School

Springfield Public Library

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GEO YOUNG PRINTING CO., SPRINGFIELD, MO.

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1922/23

Springfield Public Library

SUMMARY

EIGHTEENTH ANNUAL REPORT

1922-1923

THE LIBRARY OF THE

DEC 14 1925

UNIVERSITY OF ILLINOIS

CENTRAL AND JEFFERSON AVENUE

SPRINGFIELD, MISSOURI

BOARD OF DIRECTORS

Dr. G. B. Lemmon

Mrs. E. M. Shepard — O. E. Gorman
Prof. J. W. Shannon — L. W. Reps
V. O. Coltrane — Miss Alice Thrasher
Rev. J. T. Bacon — Miss Jessie McCurdy

LIBRARY STAFF

Harriet M. Horine, Librarian
Mrs. M. O. Groesbeck, Cataloguer

ASSISTANTS:

Susie C. Fellows — Lillian F. Sargent

STUDENTS GIVING PART TIME:

Mark Anderson — Clifford Chittim
Helen Bean — Mary Grace Heister
Willmoth Roark

HOURS

Open daily	9 a. m. to 9 p. m.
Sundays (Reading Rooms only)	2 p. m. to 6 p. m.

STATISTICS

Compiled from Annual Report
ending May 1, 1923

Number of volumes	27,789
Number of registered borrowers	12,772
Books loaned for home use	134,105
Additions by gift and purchase:	
By purchase	3,821
By gift	245
By binding	108
Populations (1920 census)	39,631

FINANCIAL STATEMENT

Balance	$ 8,344.95
City apportionment	15,022.00
Library collections	1,279.58
Total	$24,646.53

EXPENDITURES

Books, Periodicals, Binding	$ 7,143.75
Salaries, Library service	9,247.86
Salaries, Janitor service	930.00
Heat	624.83
Light	448.88
Repairs and Improvements	2,211.32
Supplies and Printing	702.13
Miscellaneous	888.57
Total	$22,197.34

Balance in City Treasury	$ 1,339.21
Balance in Fines Department	1,109.53

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1922/23

CIRCULATION OF BOOKS

A total circulation of 134,105 books were issued from the Public Library and its agencies during the year. 124,620 volumes circulated from the Main Library alone, 5,274 from St. Lukes Reading Room, and 4,211 from the schools. This is an increase of 20,342 over the preceding year.

1,292 current magazines circulated and 1,339 music rolls. Issuing music rolls was introduced September 1, and is proving popular. These rolls are issued in addition to the regular number of books allowed on a card.

REGISTERED BORROWERS

The names of 2,582 new readers were added to the registration files. 1,290 were adult and 1,292 were juvenile, making the total number of registered borrowers 12,772.

There are 29 names on file as out of town readers, paying the annual fee of $1.00 and receiving full benefit of the Library. Of this number 11 were added during the year.

BOOKS IN THE LIBRARY

The accessions for the year were: 3,821 books purchased, 245 gifts and 108 bound magazines, totaling 4,174 additions, and bringing the total number of volumes in the Library to 27,789. The net gain for the year is 3,285 as 536 books were discarded.

3,080 books were catalogued, and the revision of classification and thorough analyzing of certain classes continues. The total number of cards filed from the Cataloguer's room is 18,094, and the addition of a 36 tray catalogue case was necessary to provide for the growth.

REFERENCE DEPARTMENT AND READING ROOMS

In the work done in this department which can not be represented by figures there has been an increase corresponding to the increase in other departments, both in number of people using the department and in the character of service given. A number of valuable reference sets and individual books have been added, also magazines and newspapers for the reading rooms to meet the demands for different subjects.

14 D35 v.18-19, 22, 26. 1922/23-1923/24, 1926/27, 1930/31 cont inc

CHILDREN'S WORK

The circulation from the Children's Room of the Public Library was 38,987, and for the schools, 4,211, making a total circulation of 43,198 for work with the children. This is an increase of 4,443 over last year. Attention has been given to their Reference Shelf, in the additions of excellent books for their use.

Through the Story Hour, which continues to increase and hold the interest of the children, 2,987 visited the Library during the weekly Story Hour. Volunteer story telling and dramatization of stories with contest in attendance from the schools were a number of features introduced by Miss Skinner and the Storytelling Club who have charge of this work.

In looking back over eight years to 1915-1916 when the Library tax was first passed, the book collection has increased from 6,817 to 27,789, the circulation from 33,715 to 134,105—an increase of 100,390—the registered borrowers from 4,809 to 12,772, the staff members from 3 to 9. Information of all kinds has been given to many, many inquirers and a deposit station, a negro school branch, and five school libraries have been opened.

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1923/24

Springfield Public Library

SUMMARY
NINETEENTH ANNUAL REPORT
1923-1924

THE LIBRARY OF THE
DEC 14 1925
UNIVERSITY OF ILLINOIS

CENTRAL AND JEFFERSON AVENUE
SPRINGFIELD, MISSOURI

BOARD OF DIRECTORS

Dr. G. B. Lemmon

Mrs. E. M. Shepard	O. E. Gorman
Prof. J. W. Shannon	L. W. Reps
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Helen Bean	Willmoth Roark
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HOURS

Open daily ..... 9 a. m. to 9 p. m.
Sundays (Reading Rooms only) 2 p. m. to 6 p. m.

STATISTICS

(Compiled from Annual Report ending April 30, 1924.)

Number of volumes	29,145
Number of registered borrowers	15,157
Books loaned for home use	145,111
Additions:	
By purchase	1,537
By gift	453
By binding	174
Withdrawals through discard or lost	844
Population (estimate)	45,000

FINANCIAL STATEMENT

Balance	$ 1,339.21
City apportionment	18,873.40
Library collections, 1922-1923	1,109.53
Library collections, 1923-1924	704.05
Other sources	146.39
Total	$22,178.58

EXPENDITURES

Books, Periodicals, Binding	$ 4,615.36
Salaries, Library service	8,462.77
Salaries, Janitor service	933.88
Heat	684.52
Light	502.14
Repairs and Improvement, Furniture and Fixtures	769.35
Supplies and Printing	629.18
Insurance	943.92
Miscellaneous	349.91
Total	$17,891.03
Balance in City Treasury	$3,770.75
Funds in hands of Librarian	510.80

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1923/24

CIRCULATION OF BOOKS

A gratifying increase in circulation can be noted, although books purchased totaled less than half of the year before. Still, the records show a progress indicating to some extent the growth of the Library influence. The increase in circulation was 11,006, with the circulation for the entire city, 145,111. There was a general gain in nearly every class. 131,055 volumes were issued from the Main Library, which included 1,405 current magazines and 1,298 music rolls. 198 books were mailed to out-of-town readers.

From St. Luke's Reading Room 9,670 books circulated—nearly twice the number issued in 1922-1923. Only open three hours two nights each week, the average nightly issue was 92 books.

4,386 books circulated from the schools.

REGISTERED BORROWERS

One-third of the population of the city hold Library cards. 2,545 new readers were added during the year. Of this number 1,316 were adult and 1,229 juvenile, making the total number of cards in force 15,157—an increase of 2,385 over 1922-1923.

39 names are on file as out-of-town readers, and 30 special cards were issued during the year.

BOOKS IN THE LIBRARY

1,537 new books were accessioned—701 were added copies. Through the gifts, which are greatly appreciated, the book additions totaled 2,200. 174 bound magazines were accessioned.

844 books were withdrawn, making the net gain for the year 1,356, and the number of volumes in the Library 29,145.

1,384 books were rebound. The staff mended 6,678.

The report from the Cataloguing Department shows 2,678 books and 105 pamphlets catalogued, and 150 bound magazines added to the records. 15,591 cards were filed during the year. Valuable check lists were made of short stories, and of certain Missouri State Reports, similar to the one on file of bound magazines.

REFERENCE WORK AND READING ROOMS

With the valuable reference collection to work with and the excellent arrangement for taking care of the work of this Department, a satisfactory result was attained. Pamphlet, newspaper and magazine clippings have made our filing cases an important aid to the reference work.

11 new magazines were added to the periodical list, making 104 the number subscribed for during the year. Hundreds of periodicals and books are used in reference work and read in the reading rooms.

CHILDREN'S WORK

The Children's Department of the Main Library circulated 39,914 books—13,794 being non-fiction. The Junior Catalogue has been rearranged, and Collective Biography analyzed. The analytics are proving their worth judging from the number of children using the Catalogue.

Through the schools, which includes the negro branch, 4,386 books circulated.

The weekly Story Hour in charge of Miss Skinner and the Storytelling Club of State Teachers College continues to attract many children, thus making them regular patrons of the Library. Contests on books read and literary characters known were held during the first part of the year. These Contests with the organization of Indian tribes were attractive features.

SUMMARY OF CIRCULATION BY MONTHS
1923-1924

May	10,481
June	10,247
July	9,735
August	9,698
September	8,775
October	13,006
November	14,056
December	12,602
January	14,590
February	14,365
March	15,108
April	12,448
Total	145,111